

## The ABC of CDI CPD

In March 2020 when the Covid-19 virus caused lockdown, impacting all aspects of our professional work, Claire Johnson, the CDI's Professional Development Manager, created an ABC to encourage members to hone their professional capabilities in preparation for returning to an undoubtedly changed employment landscape. This updated version has been produced as a way of supporting all CDI members during these challenging times.

Undertaking and recording 25 hours CPD per year is required if you are on the UK Register of Career Development Professionals. It is a recommendation for all CDI members, a common requirement for professionals, and enables you to abide by the CPD principle in the Code of Ethics.

Some of these suggestions appear on the CDI website Home page, others are accessed in the Members' Only area, and some will be available in the coming weeks. If you need help in accessing the CPD Resources/Recording pages, please contact [lyn.burgess@thecdi.net](mailto:lyn.burgess@thecdi.net)

<b>A</b>	<b>Articles:</b> access recent editions of Career Matters, in the Members' Area of the CDI website. There are many great articles: examples include a Feature article from June 2020 reflecting on the longer term impact of the pandemic, and a Research article on delivering CEIAG (October 2020). Then, proving what a great and resilient sector we all work in, have a read of the article on the UK Career Development <b>Award</b> Winners 2020. Could you be the next <a href="#">Careers Leader of the Year?</a>
<b>B</b>	<b>Blueprint</b> for Professional Roles in the Career Development Sector: use this to check which skills and knowledge you may need to refresh. It's also useful as a means of showing stakeholders the breadth and depth of your professional expertise and how this will be needed to help clients adjust to life in the future. <b>Blog</b> section of the Community of Practice for Careers Leaders. And – of course - <b>books</b>
<b>C</b>	<b>Conferences:</b> attend these virtually or access recordings, such as <a href="#">National Research Conference 2020</a> and PowerPoints and recordings from <a href="#">2020 England Student Conference</a> . Materials from the Careers Leaders Conference 2020 will be posted there too.
<b>D</b>	<b>Digital Delivery of personal career guidance via telephone and video</b> Due to the current situation, career professionals are increasingly having to deliver career guidance and coaching via the telephone and video (Skype, Zoom and other platforms). A <a href="#">recent free webinar</a> focused on how face-to-face guidance can be translated to these mediums. Presented by Liane Hambly, it explored some of the challenges, e.g. how to make up for the loss of visual cues over the telephone, keeping the client engaged through activities, and the thorny issue of safeguarding. <b>Digital Bytes</b> cover many aspects of digital working: watch the <a href="#">Training and Events listing</a> for future topics and dates. D is also for <b>Diversity</b> : There is a new section of <a href="#">Diversity Resources</a> on the CDI website.
<b>E</b>	<b>Ethical Case Studies and Framework:</b> look at the suggestions for dealing with dilemmas, and explore the framework as a way of handling dilemmas in your own work. There is a new case study on discussing weight in career discussions, plus links to related legislation and the Prevent Agenda.

<b>F</b>	<a href="#">Framework for careers, employability and enterprise education (January 2020)</a> : think through what skills and knowledge you may need to update in order to deliver a career guidance programme
<b>G</b>	<b>Getting together virtually:</b> use the Communities of Practice, for example the <a href="#">Community of Practice for Careers Leaders</a> but that's not the only one. There's an active Facebook group <a href="#">Community of Practice for Career Development Professionals</a> , with over 700 members, and another one for <a href="#">members working in private practice</a> .
<b>H</b>	<b>Helping others:</b> an excellent way to think about what should be done, reflect on how you yourself approach the task, consider other ways that a different person might do it, and so extend your professional breadth.
<b>I</b>	<b>International:</b> Did you know that both the Canadian and the Indian professional journals are open access? Links to key resources from other countries and from international bodies are in the CDI website Members' Area. There are vibrant professional and research communities, notably in Canada and Australia, whose websites offer such useful items as course materials to use with parents <b>Inspire each other:</b> if you have ideas for CPD activities that the CDI could offer, or if you would like to volunteer to deliver a webinar or present an expert online training session contact <a href="mailto:jan.ellis@the CDI.net">jan.ellis@the CDI.net</a> or <a href="mailto:Claire.johnson@the CDI.net">Claire.johnson@the CDI.net</a> .
<b>J</b>	<b>Journals:</b> the NICEC Journal is actively supported by the CDI, and is available to members via the CDI website. Careers Leaders might be interested in: <ul style="list-style-type: none"> <li>- Career beliefs, aspirations and after-school activities: the effects of socio-economic status and ethnicity (issue 43, October 2019)</li> <li>- Parental career-specific behaviours and adolescent career adaptability (issue 45, October 2020)</li> <li>- Rewriting the future: young people's stories of educational engagement (issue 45, October 2020)</li> </ul>
<b>K</b>	<b>Knowledge:</b> drawing on I and J, there's plenty of reading matter. Specifically for Careers Leaders, a whole year of <a href="#">Thoughts on Career Leadership</a> by David Andrews has been compiled into a 12-article compendium. But <a href="#">Expert Training Online</a> brings a different way of developing your knowledge. Upcoming topics include skills, theories, strategic perspectives, redundancy, primary schools and coping with Ofsted ... and more ...
<b>L</b>	<a href="#">Level 6 and Level 4 qualifications</a> : range of accredited qualifications for Careers Leaders, Careers Advisers and Careers Assistants. We are currently offering aspects of this training virtually.
<b>M</b>	<b>Monthly</b> CPD Newsletters: for CPD ideas on specific topics. Emailed to you every month and also available in the members' CPD resources area. Recent topics have included: practitioner research; parents and children; resilience and well-being and advocating for the career development sector. Check out <a href="#">all past topics</a> .
<b>N</b>	<b>News by Email:</b> Your fortnightly bulletin on what is happening in the sector and information on what the CDI is doing to lobby for the importance of career guidance in helping the UK to recover in a post-Covid world.
<b>O</b>	<b>Open access resources:</b> There's a guide to accessing online learning in the Members' Area of the CDI website. You might also check out these links for a range of free online learning of use to you and your clients. <a href="https://www.myworldofwork.co.uk/learn-and-train/find-free-online-courses">https://www.myworldofwork.co.uk/learn-and-train/find-free-online-courses</a> <a href="https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit">https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit</a> <a href="https://workingwales.gov.wales/change-your-story/furlough-support">https://workingwales.gov.wales/change-your-story/furlough-support</a> <a href="https://www.nidirect.gov.uk/articles/online-training-support">https://www.nidirect.gov.uk/articles/online-training-support</a>

<b>P</b>	<p><b>Prolific P....</b></p> <p><b>Peer</b> discussion and review is a way to enrich your own and colleagues' practice</p> <p><b>Podcasts</b> on a huge range of education topics: for a quick way in <a href="#">try this</a></p> <p><b>PEST</b> analysis clearly wasn't sufficiently challenging as it has now become PESTLE with <a href="#">the BBC</a> and <a href="#">the CIPD</a> (but they do both offer user-friendly guides)</p> <p><b>Progression</b> pathways (see the CDI's one <a href="#">here</a>), <b>publications, project work .....</b></p>
<b>Q</b>	<p><b>Quality Assurance:</b> the CDI website has a whole section on <a href="#">quality assurance</a></p>
<b>R</b>	<p><b>Reflective writing</b> To quote Tony Watts: 'I have written quite a lot on all these matters. My main reason for writing is simple: I do not know what I think until I have written it. In conversation one can get away with loose, exploratory thinking, but in writing it down one has to weigh up the arguments and the evidence, and decide what it all means and where one stands. It is hard work, but important; and if published, it adds to the body of knowledge on which others can draw. I commend it to you as a professional practice.'</p> <p>[Quoted in the introduction to Career Development Policy and Practice: the Tony Watts Reader]</p> <p><b>Recording and reflecting on CPD</b></p> <p>Reading, talking and reflecting on topics and resources such as these in the ABC all count towards your CPD hours as long as you write a short reflective report in your CPD Record.</p> <p><b>Register</b> The UK Register of Career Development Professionals (Register) demonstrates that you are professionally qualified in a career development subject to a minimum of QCF Level 6/SCQF level 11, adhere to the CDI Code of Ethics and undertake and record a minimum of 25 hours CPD each year.</p> <p><b>Reports and Resources</b> This is just <a href="#">one more place to keep up-to-date</a> with recent activities, including the CDI's stance on government policy</p>
<b>S</b>	<p><b>Safeguarding:</b> <a href="#">Safe and ethical use of web videoconferencing for personal careers guidance</a> - CDI Position Paper (April 2020). There are also links to all the legislation relevant to Safeguarding in a <a href="#">paper supporting the CDI Code of Ethics</a></p> <p><b>SEND:</b> <a href="#">The SEND Gatsby Benchmark Toolkit</a> was actively supported by the CDI. It is full of detailed and practical advice. The CDI's webinars include <a href="#">masterclasses on SEND</a>.</p>
<b>T</b>	<p><b>Training and Events:</b> click on <a href="https://www.thecdi.net/Developing-Yourself">https://www.thecdi.net/Developing-Yourself</a> for details of our free webinars, expert online learning and our new, free Digital Bytes.</p>
<b>U</b>	<p><a href="#">Understanding the role of the Careers Adviser within 'Personal Guidance'</a> - CDI Briefing Paper, written by Dr Michelle Stewart (December 2019)</p>
<b>V</b>	<p><b>Vocational Qualifications:</b> we are now delivering elements of our taught qualification courses virtually for Careers Leaders, Careers Assistants and people wishing to train to deliver personal career guidance, see: <a href="https://www.thecdi.net/CDI-Academy">https://www.thecdi.net/CDI-Academy</a> and contact the CDI Academy Manager, <a href="mailto:marion.edwards@thecdi.net">marion.edwards@thecdi.net</a> for further information on the virtual approach.</p>
<b>W</b>	<p><b>Work experience</b> A <a href="#">toolkit</a> developed by the Tees Valley Combined Authority is just one example of work experience resources linked from the Careers &amp; Enterprise Company's website</p> <p><b>Working Futures</b> <a href="#">Labour market projections</a> from February 2020. Recent news and projections are on the <a href="#">Covid-19 resources</a> page of the CDI website.</p> <p><b>Webinars</b> Past CDI webinars are on <a href="#">our YouTube channel</a> and future events are on the <a href="#">Training &amp; Events</a> listing.</p> <p><b>World Wide Web:</b> Did you know you can tour some the world's best museums, art galleries and zoos from the comfort of your own sofa? Here are some of the best as recommended by TravelZoo:</p> <p><a href="#">British Museum</a></p> <p><a href="#">The Louvre</a></p> <p><a href="#">The National Museum of Natural History</a></p>

	<p><a href="#">The Vatican</a>  <a href="#">National Park</a>  <a href="#">Australia Zoos</a></p> <p>All worth a virtual visit and useful too for asking your own children or your pupils to see how many jobs they can think of that exist in those places? Curator to caterer, artist to zookeeper?</p>
<b>X</b>	<b>Xylophone playing:</b> In these difficult time of working at home it can be difficult to maintain a work/life balance. Your personal well-being is important. Try to find time for yourself and your own interests.
<b>Y</b>	<b>YouTube:</b> <a href="#">access recordings of CDI free webinars</a> and find so many more topics that are relevant to our work
<b>Z</b>	<b>Zzzz:</b> Sleep is restorative. Sometimes what can seem to be a problem can look better after a good night's sleep. Sleep gives your brain a chance to recover and absorb what you have learned. Sleep well.

If you want to make suggestions for CPD activities, or discuss any wider aspects of CPD for the Career Development Professional, please contact [claire.johnson@thecdi.net](mailto:claire.johnson@thecdi.net)